

**CAMP STELLA MARIS**  
**JOB DESCRIPTION (Updated 10/2024)**

**POSITION: CAMP OPERATIONS DIRECTOR – Seasonal Exempt**

Salary: Starting at \$580-\$630/week

Reports directly to Summer Camp Director

**JOB OVERVIEW:**

Collaborate with management team regarding area programming, place campers into their morning rotations and oversee daily camp operations. Point of contact for and co-evaluator of Area Directors. Other duties/responsibilities are decided based on the strengths of the staff member and the needs of the camp. Note: Expectations and responsibilities are extensive, including a considerable amount of paid work prior to summer.

**RESPONSIBILITIES:**

Prior to the start of camp:

1. Maintain open communication with Summer Camp Director, Director of Camper Experience and management team.
2. Work with Summer Camp Director and other management team members to make staffing decisions prior to and during the summer.
3. Work with Area Directors to start planning morning programming options.
4. Complete all necessary paperwork and submit by assigned deadlines.
5. Attend and actively participate in Management Weekend.
6. Assist in planning and leading New Staff Orientation, Open House, Camp Set-up and Pre-camp Orientation/Training week.

While camp is in session:

1. Work closely with the Summer Camp Director and Director of Camper Experience to assist in the daily operation of summer camp.
2. Sunday responsibilities:
  - a. Assist in running big staff meeting.
  - b. During drop-off perform assigned duty.
  - c. Work with Summer Camp Director to host dinner and provide dining hall orientation to campers.
  - d. Work with Area Directors to manage morning program selection process.
  - e. Work with Area Directors to assign campers to morning programming options and ensure all pertinent paperwork gets to appropriate staff.
3. Pick-up day responsibilities as assigned.
  - a. Assist with weekly close-up duties as directed/needed.
  - b. Assist in 2<sup>nd</sup> level cabin check-out inspections.
  - c. Assist in closing and lock-up of all buildings (including inspection of personal areas).
4. During the week:
  - a. Oversee the running of morning programming.

- b. Manage and supervise live-in support staff as it relates to morning programming.
  - c. Work with Day Camp and Area Directors to ensure efficient sharing of programming spaces.
  - d. Perform daily opening and closing duties as directed and scheduled.
5. Assist in monitoring the well-being and climate of staff. Relate pertinent information to Summer Camp Director and Head Counselor. (Assist in providing relief/breaks in a fair and impartial fashion when possible/necessary.)
  6. Assist in preparation for ACA visit (as necessary).
  7. Assist as directed in supervision of staff and evaluations of staff performance.
  8. Other duties as directed.

**OTHER:**

- Abide by and enforce all Camp Stella Maris policies and regulations.
- Knowledge of and compliance with American Camping Association Standards and New York State/Livingston County Health Code. (Standards and Codes will be provided in a binder and taught).
- Must adhere to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.
- All duties must be performed in accordance with CCDC's corporate compliance and ethics program.

**QUALIFICATIONS:**

1. Minimum of 21 years of age.
2. Prior experience working in camp environment or equivalent experience.
3. Valid driver's license preferred.
4. Possess excellent managerial and administrative skills.
5. Efficient and organized.
6. Ability to adapt to new situations.
7. Possess high moral character.
8. Ability to relate well and communicate with people of all ages (campers, staff, parents).
9. Ability to supervise and organize children and adults.
10. Ability to establish and maintain positive work relationships with fellow staff.
11. Emotionally mature and stable.
12. Belief and commitment to camp's policies and philosophy.